

GRADE APPEAL PROCEDURES

If a student wishes to appeal a final grade in a class, the student will find the complete policy and procedure in the WITC Student Handbook:

- 1) The student must meet with his/her faculty member to attempt to resolve the disputed final grade informally.
- 2) If unsuccessful with the instructor, the student must meet with the academic dean responsible for the course.
- 3) If still unsuccessful, the student may receive assistance with the filing of an appeal in Student Services.